



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**NEW STRUCTURES AND ADDITIONS**  
**COMMERCIAL PLANS CHECKLIST**

Version 2015-08-07

<i>Staff Use Only</i> BLD _____ - _____
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**PROJECT NAME** \_\_\_\_\_

*This Checklist is to be completed and signed on Page 4 by the designer who prepared and compiled the plans. Submit the Checklist with the plans.* Please address any questions to the Building Plan Review staff at 703-792-6930.

This basic Checklist lists the minimum essential building code information required on plans prior to submitting them as part of the building permit application package. Providing all the information listed will expedite the overall review process and increase the likelihood that plans will be approved on the first submission.

Complete all plans in accordance with the VUSBC, IMC, IPC, NEC, with current amendments to all codes, and the ICC/ANSI A117.1 for accessibility guidelines. On the Coversheet, list the codes used for project design. *Please see the [VUSBC webpage](#) to determine the codes and code year applicable to your project.*

**ADDRESS VALIDATION**

- Provide a copy of the Architectural Plan for a quick review to the GIS Counter Staff for address verification purposes only. The GIS Counter Staff may make copies before returning them to the customer. This verification is only verifying the location of the building to ensure its correct location. This is the first step before submitting your plans to the DS Plan Intake Counter.
- The GIS Office will provide a copy of the Address Validation with an ADR Plan Number to the customer.

**ADDRESSING FOR ARCHITECTURAL REVIEW**

- Submit one partial set of plans for GIS’s review in addition to the two complete sets to the Development Services Plan Intake Staff. The partial set for GIS must include **the cover page, layout page showing all floors, the building entrances, sprinkler control room exterior doors, and the interior suite entrances.** GIS Staff checks for correct street addresses and suite/unit numbers for single and multi-tenant buildings/shopping centers/condos/apartments, city, state, zip code, lot number, etc...
- Show the complete address and suite numbers (if applicable) on the Cover Page and in the Title Blocks of the “A” sheets of the Architectural Plans (if applicable). The complete address should include address number, street name, street type, city, state, zip code and any suite or unit numbers associated with the building(s). You may contact the GIS Office Staff at 703-792-6840 to verify the correct information before adding it to your plan.
- If you have a multi-tenant commercial space such as apartments or condos, it is very important to show all of the unit numbers that are assigned by the PWC DOIT GIS Division. You may have **one page** of the Architectural Plan showing the typical addressing diagram and building address table for the apartments, sprinkler rooms, electrical rooms, garages, maintenance shed and the clubhouse.

**GENERAL REQUIREMENTS**

- The full name and complete address of the proposed project.
- Completed [Building Permit Application](#) for each structure, including retaining walls, dumpster enclosures, etc.
- Filing Fee = 35% of Building Permit Fee. *Building Permit Fee is based on the Gross Floor Area of the approved [Building Development Fee Schedule](#).* (Structures other than Buildings\*\*)
- Two sets of plans for Building Development Review.
- One additional set of plans if Health Department review is required; *e.g. food prep area.*

Projects for new construction, remodeling, expansion, or changing of equipment for Public Swimming Pools, Restaurants and any projects with foodservice facilities, require a separate permit application to the Consumer Services Division of the Prince William Health District, 8470 Kao Circle, Manassas, VA 20110 Phone 703-792-6310.

- Written Approval for Shell Building: Plans submitted for Shell Buildings shall require a letter submitted for approval and a pre-submission meeting for the Shell.

\*\* See [www.pwcgov.org/BDDFeeSchedule](http://www.pwcgov.org/BDDFeeSchedule): item II, C.

**Virginia Uniform Statewide Building Code requires that each sheet of A, S, M, E, P drawings is signed and dated by the designer licensed in Virginia responsible for the drawings (no photocopies will be accepted):**

- **Architect’s or Engineer’s ORIGINAL professional seal, hand-signed and hand-dated across the face of the seal;**
- **Contractors, as permitted by Section 54.1-402 of the Code of VA, list license number, occupation, name, address, phone number; ORIGINAL signature and date on each sheet.**

- Minimum paper size 24" x 30".
- Minimum drawing scale 1/8" = 1'.
- The current civil site plan as submitted to [Land Development Division](#) of the [Department of Development Services](#) showing all utilities; dimensioned distances to public way, property lines and adjacent buildings; building height and area, use group/construction type; fire walls; # stories or mezzanine; finish floor elevation; exits.

**ARCHITECTURAL**

*Code Analysis, Sheet #* \_\_\_\_\_

- Use Group per Chapter 3; Construction Type per Chapter 6
- Building Height; Building Square Foot Area
- Building height and area calculations with all allowable modifications per Chapter 5
- Occupant load including employees calculated on square foot area per Chapter 10
- Number of exits required and provided per Chapter 10
- Compliance with Mixed Occupancy requirements and design method per Chapter 5
- Whether or not the building is fire suppressed and supervised/monitored per Chapter 9
- Incidental Accessory Occupancies compliance with VCC

*Architectural Plans, Elevations, Sections, Details:*

- Label all rooms with names. Sheet # \_\_\_\_\_
- Number all doors. Sheet # \_\_\_\_\_
- Door Schedule including door number, size, type, latching, closers, hardware and fire rating in hours. *Note: Security hardware systems designed to interface with fire alarm systems will be forwarded to the Fire Marshal for additional review.*  
Sheet # \_\_\_\_\_
- Show the locations of partition types with the UL design numbers on plan. Sheet # \_\_\_\_\_
- Materials used for construction meeting requirements of Construction Type. Sheet # \_\_\_\_\_
- Roof plan with roof slope, high points, low points, location of drains. Sheet # \_\_\_\_\_
- Dimensions of corridors and aisle widths. Sheet # \_\_\_\_\_
- Provide story above grade details. Sheet # \_\_\_\_\_
- Systems furniture or shelving layout as appropriate to show egress. Sheet # \_\_\_\_\_
- Interior finishes; flame spread/smoke developed index. Sheet # \_\_\_\_\_
- Details of all ramps and stairs with required handrails, guardrails and landings. Sheet # \_\_\_\_\_
- Floor elevations with changes in floor level. Sheet # \_\_\_\_\_
- Coordinate the electrical plan showing lighted exit signs, interior and exterior, normal and emergency.

*Fire rated construction:*

- Locate fire resistive rated construction including fire walls on architectural plans. Sheet # \_\_\_\_\_
- Locate fire walls on civil drawings. Sheet # \_\_\_\_\_
- Reference UL Directory (or other) design numbers; key into Partition Types. Sheet # \_\_\_\_\_
- Incorporate UL Directory (or other) referenced tested fire-rated assemblies directly onto reproducible original drawings.  
Sheet # \_\_\_\_\_
- Section details of rated construction showing compliance including continuity and supporting construction where applicable.  
Sheet # \_\_\_\_\_
- Document the hazard classification; commodity classification; storage systems and arrangements, including fixed rack storage, dimensions of rack/shelving, spacing between aisles, etc. Sheet # \_\_\_\_\_

*Accessibility requirements per ICC/ANSI A117.1:*

- Wheelchair Turning Space, Clear Floor Space, Knee and Toe Clearance. Sheet # \_\_\_\_\_
- Base and wall cabinet heights per Reach Ranges. Sheet # \_\_\_\_\_
- Maneuvering clearances at doors per Accessible Routes. Sheet # \_\_\_\_\_
- Toilet room clearances and equipment locations per Plumbing Elements and Facilities. Sheet # \_\_\_\_\_
- Counter and work surface heights per Built-in Furnishings and Equipment. Sheet # \_\_\_\_\_

## STRUCTURAL

**Note: All plans, technical reports and calculations shall bear the original seal, signature and date of a registered design professional.**

### General:

- Provide two copies of Geotechnical reports.
- Provide two sets of structural calculations.
- Provide frame reactions for all pre-fabricated structures. The reactions shall be used for footing/foundation design.
- Provide general design requirements including ground snow load, wind and seismic design data, soil bearing value, soil lateral pressure value. Sheet # \_\_\_\_\_
- Provide notes on structural materials used. Sheet # \_\_\_\_\_

### Foundation:

- Provide complete foundation plans with cross sections and details. Sheet # \_\_\_\_\_
- Provide anchor bolt details, embedment length, size and spacing. Sheet # \_\_\_\_\_  
Include all hairpin details where applicable. Sheet # \_\_\_\_\_

### Floor:

- Provide cross-sections and details. Sheet # \_\_\_\_\_
- Provide complete floor framing plans for all levels. Include size and spacing of joists and beams. Specify the joist manufacturer where applicable. Sheet # \_\_\_\_\_

### Roof:

- Provide complete roof framing plans. Provide size and spacing of rafters, joists and trusses. Specify the joist manufacturer where applicable. Sheet # \_\_\_\_\_
- Show design loads for top and bottom chords of roof trusses. Sheet # \_\_\_\_\_
- Provide location of rooftop mechanical equipment with dimensions and weight. Provide cross sections and details.  
Sheet # \_\_\_\_\_
- Provide the location of all mechanical equipment. Sheet # \_\_\_\_\_  
(Provide dimension and weight for each.)

### Shop drawings:

- Provide two copies of approved shop drawings for pre-fabricated structures, tilt-up panels, pre-stressed members, pre-cast members, roof trusses/joists and floor trusses/joists.

### Special Inspection Requirements (When applicable per VUSBC):

- Provide a [Statement of Special Inspections](#), prepared by the Registered Design Professional in Responsible Charge (RDPRC), per County requirement in accordance with VUSBC.

## MECHANICAL

### General:

- Provide the occupancy and the intended use of each space.  
Sheet # \_\_\_\_\_
- Provide Mechanical Equipment Schedules, with the efficiency of the equipment (such as COP, EER, IPLV, SEER) total CFM and outside air capacity. Sheet # \_\_\_\_\_
- Provide heating and cooling (total and sensible), MBH Input/Output, type fuel and weight of equipment.  
Sheet # \_\_\_\_\_
- Provide means for make-up and combustion air for all fuel-fired equipment. Sheet # \_\_\_\_\_
- Provide details for all boilers (such as low water cut-off, pressure relief, gauges, blow down tank, expansion tanks, and piping).  
Sheet # \_\_\_\_\_

**Note: All commercial boilers must be inspected by Virginia Department of Labor & Industry**

### International Energy Code:

- Provide heat loss / heat gain calculations. Sheet # \_\_\_\_\_
- Provide exterior envelope worksheet. Sheet # \_\_\_\_\_
- Provide R-values of all insulation in all construction components (such as walls, floors, roof and perimeter insulation).  
Sheet # \_\_\_\_\_

*Duct Systems:*

- Show the location of all mechanical systems with supply registers, return grilles and include all duct sizes.  
Sheet # \_\_\_\_\_
- Show CFM at each supply outlet, return, and exhaust grilles.
- Provide shop drawings on commercial hoods with dimensions, material, make-up and exhaust air including a detail showing the exhaust duct from the hood to the exterior termination. Sheet # \_\_\_\_\_
- Show all required fire and smoke dampers, fire and smoke detection devices and ceiling radiation dampers.  
(As per the listing of the Fire Rated Assemblies). Sheet # \_\_\_\_\_

*Smoke Evacuation Systems:*

- Provide plans per IBC and IMC. Sheet # \_\_\_\_\_  
Please refer to [Special Inspections Manual](#), for more information.

*Refrigeration Equipment:*

- Provide equipment list and BTUs for each, system classification, refrigerant type, pounds of refrigerant.  
Sheet # \_\_\_\_\_
- Show location and detail of refrigeration equipment and required clearances for equipment located on roof.  
Sheet # \_\_\_\_\_
- Provide piping materials and methods to comply with IMC.  
Sheet # \_\_\_\_\_

*Gas:*

- Gas piping riser diagram and floor plan with fully developed length, design pressure of gas, total quantity of gas to be provided (CFH or MBH), specific gravity, pressure drop and the type of gas piping with the correct sizing per IFGC.  
Sheet # \_\_\_\_\_

**ELECTRICAL**

*Service equipment and panels:*

- Provide NEC-compliant load calculations for feeders and service including demands per Art. 220 NEC.  
Sheet # \_\_\_\_\_
- Provide panel schedules with branch circuit numbers, breaker size, load descriptions, poles, loads per pole in KVA, voltage, AIC rating, available short circuit current. Sheet # \_\_\_\_\_
- Location size and capacity of service, metering equipment, include complete riser with all panels, conductors and conduit sizes with grounding details, include bonding of service per Art. 250.92. Sheet # \_\_\_\_\_

*Lighting and power plans:*

- Floor plans showing light fixture layouts, receptacle locations, and branch circuits; include exit/emergency lighting showing compliance with IBC Section 1006.3 and 700.12(F) & 700.16 NEC. Sheet # \_\_\_\_\_
- Provide details for site/parking lot lighting on electrical plans and on civil photometric site plans, provide pole base detail for lights over 25' above grade. Sheet # \_\_\_\_\_
- Light fixture schedule including fixture input power. Sheet # \_\_\_\_\_
- Show that branch circuits are numbered, identified in the panel schedule and on the floor plans; show wiring methods.  
Sheet # \_\_\_\_\_
- Provide listing details showing that electrical equipment penetrating rated assemblies are listed for that specific design number.  
Sheet # \_\_\_\_\_

*Mechanical Equipment, Motors, etc:*

- Provide details for all equipment wiring, overcurrent protection, disconnection means, and specifications.  
Sheet # \_\_\_\_\_
- Show that branch circuits are numbered, identified in the panel schedule and on the floor plans; show wiring methods.  
Sheet # \_\_\_\_\_

*International Energy Conservation Code:*

- Construction documents shall be submitted per VUSBC 109. Sheet # \_\_\_\_\_
- Provide documents with calculations to show compliance with International Energy Conservation Code for lighting power for interior & exterior lighting. Sheet # \_\_\_\_\_
- Show lighting controls / switching per IECC. Sheet # \_\_\_\_\_

*Hazardous Locations:*

- Provide Documents for all Hazardous/Classified Location per NEC Art. 500.4(A) and 500.5. Sheet # \_\_\_\_\_

**PLUMBING AND ACCESSIBILITY – VUSBC, IPC, ICC/ANSI**

- Show all plumbing facilities and label with restroom dimensions to scale. Sheet # \_\_\_\_\_
- Water closets, lavatories, drinking fountain and a service sink are required for all uses.  
Sheet # \_\_\_\_\_
- Plumbing floor plans and riser diagrams for all new plumbing fixtures, including sanitary, water and storm piping with fixture identification and complete pipe sizing. Sheet # \_\_\_\_\_
- Identify backflow protection and other water control devices required on equipment.  
Sheet # \_\_\_\_\_
- Coordinate points of connection between new plans and site plans. Sheet # \_\_\_\_\_
- The plumbing floor plan and riser diagram shall indicate the type and quantity of fixtures being installed.  
Sheet # \_\_\_\_\_

**Designer:** Name/Signature \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

*To ensure the County has proper contact information to facilitate timely communication, you must also submit the [Contact Information Form](http://www.pwcgov.org/BDDForms) which can be found at [www.pwcgov.org/BDDForms](http://www.pwcgov.org/BDDForms)*